NPT/CONF.2015/PC.III/INF/1*

Preparatory Committee for the 2015 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons

21 January 2014

English only

Third session
New York, 28 April-9 May 2014

Information for States parties, observer States and intergovernmental organizations

The present document provides preliminary information for participants in the third session of the Preparatory Committee for the 2015 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons. Additional information will be provided closer to the date of the session. Documentation and other information, as it becomes available, will be posted on the website of the session (http://www.un.org/disarmament/WMD/Nuclear/NPT2015/PrepCom2014).

* Reissued for technical reasons on 3 February 2014.

14-21174* (E) 040214

Please recycle

I. Dates and venue

1. In accordance with a decision taken at the second session of the Preparatory Committee for the 2015 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons, the third session of the Preparatory Committee will be held in New York from 28 April to 9 May 2014.

2. The first meeting will begin at 10 a.m. on Monday, 28 April, in the Trusteeship Council Chamber at United Nations Headquarters.

II. List of speakers and general debate

3. The list of speakers for the general debate will be open as from 7 April 2014. States parties wishing to add the names of their representatives to the list of speakers before the beginning of the session are invited to contact the Secretariat (Mr. Hong Tan, room S-3164, tel.: 1 212 963 7062, fax: 1 917 367 1767).

4. Given that a large number of States parties are expected to take part in the general debate, the Chair-designate has indicated that it would be highly desirable for statements not to exceed five minutes so that the general debate can be completed within the envisaged time frame. Representatives speaking on behalf of a group of States are encouraged to deliver statements that do not exceed eight minutes.

5. Delegations are encouraged, whenever possible, to send an electronic copy of their statements, as early as possible in advance of delivery, to papersmart@un.org. The statements will be available from the PaperSmart portal upon delivery. Delegations are kindly requested to provide only 25 hard copies of official statements for the technical services. The United Nations does not provide photocopying services.

III. List of participants

6. States parties, observer States and intergovernmental organizations are kindly requested to provide information in writing, by no later than 7 April 2014, indicating the composition of their delegations at the session. This information should be sent to the Secretary of the Preparatory Committee, Mr. Valère Mantels, Office for Disarmament Affairs, United Nations, room S-3159, New York, New York 10017, United States of America.

7. To facilitate the preparation and early distribution of the list of participants, it is requested that the composition of the delegations be made available in electronic format (Microsoft Word or similar format) by e-mail to Ms. Lucia Andaya of the Secretariat (andaya@un.org) by no later than 7 April 2014.

IV. Registration procedures

8. Members of delegations of participating States, specialized agencies, intergovernmental organizations and entities, including those without an office in New York, who are attending the meeting and who are not already accredited to the United Nations in New York must submit requests for grounds passes to the Protocol and Liaison Service by no later than Monday, 14 April 2014.

9. Permanent missions and liaison offices in New York are invited to submit their requests using "eAccreditation", the new online accreditation system

(http://eaccreditation.un.int). Information regarding the new system can be found on the website of the Protocol and Liaison Service (http://www.un.int/protocol).

10. Intergovernmental organizations that are accredited to the United Nations but without an office in New York, in addition to those invited by the Secretariat but not accredited to the United Nations in New York, may follow the former paper-based procedure below:

(a) Submit a letter to the Chief of Protocol, signed by the head of the organization, with the names and functional titles of the members of the delegation attending the session. In addition, the letter must include the name and e-mail address of the focal point making the request;

(b) Attach an SG.6 form for each member of the delegation (available from http://www.un.int/protocol/formspage.htm);

(c) Send the above-mentioned letter and form or forms to the Protocol and Liaison Service at room S-0201 or by fax to 1 212 963 1921.

11. Once the accreditation requests have been approved, the focal point will receive the approval notifications via e-mail. Each notification bears a unique reference number. The focal point must ensure that members of the delegation are given a printed copy of their respective approval notification before arriving in New York.

12. To gain access to United Nations Headquarters, accredited delegates will be required to go to the Pass and Identification Unit (located on the ground floor of the UNITAR Building at the corner of First Avenue and 45th Street, tel.: 1 212 963 7533) with a printed copy of their approval notification and their government-issued photo identification or passport for their grounds pass to be issued.

13. Registration must be in accordance with the names provided in the official letter sent to the Secretary of the Preparatory Committee notifying the composition of the delegation (see para. 6).

V. Documentation

14. The third session of the Preparatory Committee will be a PaperSmart session, meaning that a limited number of hard copies of documents will be available. No hard copies of pre-session documents will be available. All documents and statements for the third session will be made available online (http://www.un.org/disarmament/WMD/Nuclear/NPT2015/PrepCom2014).

15. Pursuant to the guidelines of the General Assembly on the submission of documentation (in particular, Assembly resolutions 52/214, 53/208 and 59/265), documents submitted by States parties should not exceed 20 pages (10,700 words). It is strongly recommended, however, that documents not exceed five single-spaced pages (2,675 words) to reduce costs, facilitate translation and ensure timely issuance.

16. Given the special circumstances under which the Review Conference and its Preparatory Committee work, States parties are strongly urged to submit pre-session documentation, including reports and lengthy working papers, to the Secretariat at least six weeks before the beginning of the third session of the Preparatory Committee and by no later than 14 March 2014 to facilitate translation into the official languages and issuance two weeks before the session. To comply with these

requirements, delegations are encouraged to provide only new information when submitting reports. States parties are requested to submit documents in Microsoft Word to Ms. Bertha Ortiz of the Secretariat (ortiz1@un.org). It should be noted that e-mail submissions become valid only upon acknowledgement of receipt by the Secretariat.

VI. Side events

17. The space available for holding lunchtime side events during the third session of the Preparatory Committee is limited. States and organizations planning to hold a side event using United Nations facilities can, however, apply for consideration by completing the side event request form, which is set out in annex I to the present document, and submitting it to Ms. Soohyun Kim (kim12@un.org) by no later than 28 March 2014.

VII. Exhibitions

18. Those States and organizations wishing to organize an exhibition during the third session are kindly requested to complete and send the exhibition request form set out in annex II to the present document to Ms. Maria del Rosario de la Fuente (delafuentem@un.org) by no later than 28 March 2014. The availability of facilities is not guaranteed and applications will be considered taking into account the needs and requirements of the applicant. It should be noted that e-mail submissions become valid only upon acknowledgement of receipt by the Secretariat.

VIII. Secretariat

19. The Secretariat may be contacted by telephone (1 212 963 7062).

20. A provisional list of Secretariat officials is provided below.

Area of responsibility	*Name*	*Telephone No.*
Secretary	Mr. Valère Mantels	1 917 367 9254
Activities by non-governmental organizations	Ms. Soohyun Kim	1 917 367 3596
Side events	Ms. Soohyun Kim	1 917 367 3596
Exhibitions	Ms. Maria del Rosario de la Fuente	1 212 963 1659
Documentation	Ms. Bertha Ortiz	1 212 963 0846
List of speakers	Mr. Hong Tan	1 212 963 7062
List of participants	Ms. Lucia Andaya	1 212 963 0386

IX. Accessibility services for persons with disabilities

21. The United Nations has established an accessibility centre located at level 1B of the Conference Building, reachable by the Secretariat escalators, as a part of the conference-servicing facilities of the Department for General Assembly and Conference Management. It is aimed at enabling greater participation by persons

with disabilities in intergovernmental processes and meetings at the United Nations. State-of-the-art assistive technologies for persons with visual, audio and mobility impairments are available at the Centre. The devices include desktop magnifiers, screen readers, braille and other assistive keyboards, portable Daisy players, hearing aids, bone conduction headsets, specialized mouses and braille note takers. It will also be possible to charge wheelchairs at various locations in the conference facilities. Trained staff will be available to provide assistance in using the devices available from the Centre.

22. As part of measures to make the United Nations more accessible for persons with disabilities, the *Journal of the United Nations* has been made accessible via screen readers for persons with visual impairments. Security Council and General Assembly verbatim records are also being made screen reader friendly. Many parliamentary documents are made accessible upon request. To facilitate the identification of such a document, each document bears an accessibility logo. The PaperSmart meetings servicing portal is compliant with the Web Content Accessibility Guidelines. Braille prints are made available, upon request, in the six official languages of the United Nations.

Annex I

Side event request form

Preparatory Committee for the 2015 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons
Third session
New York, 28 April-9 May 2014

Please fill in all fields. This form must be returned by e-mail to Ms. Soohyun Kim (kim12@un.org) by **28 March 2014**.

Profile of the organizer				
1. Date of submission *(DD/MM/YYYY)*				
2. Name of the organizer(s) *(exactly as you would like it to appear on the event calendar)*				
3. Additional sponsoring States, intergovernmental organizations and non-governmental organizations *(if any)*				
Profile of the event				
4. Title of the event *(exactly as you would like it to appear on the event calendar)*				
5. Brief description of the event				
Planning requirements				
6. Proposed date *(All side events shall be held during the lunch hour, beginning at 1.15 p.m. and finishing by 2.45 p.m.)*	**First preference** *(please check one)*		**Second preference** *(please check one)*	
	☐ Mon. 28 April	☐ Mon. 5 May	☐ Mon. 28 April	☐ Mon. 5 May
	☐ Tue. 29 April	☐ Tue. 6 May	☐ Tue. 29 April	☐ Tue. 6 May
	☐ Wed. 30 April	☐ Wed. 7 May	☐ Wed. 30 April	☐ Wed. 7 May
	☐ Thu. 1 May	☐ Thu. 8 May	☐ Thu. 1 May	☐ Thu. 8 May
	☐ Fri. 2 May	☐ Fri. 9 May	☐ Fri. 2 May	☐ Fri. 9 May
7. Expected duration of the event	minutes			
8. Expected number of participants				
9. Equipment and services request *(Cost to be borne by the requestor)*	☐ Powerpoint projection facilities *(PC, Powerpoint projector and screen)* ☐ DVD projection facilities *(DVD player & projector and screen)* ☐ Nameplates (please specify in a separate sheet) ☐ Portable microphones ☐ Other (please specify) ( )		*For Powerpoint only:* ☐ Technical rehearsal ☐ **No request**	

* A computer with remote keyboard and mouse, a Powerpoint projector, DVD projection facilities, a lectern and wireless Internet connection are available in all conference rooms.
Food and drinks are strictly prohibited in the conference rooms. Activities involving food and drinks are allowed only in the areas designated for this purpose. The United Nations will not facilitate these arrangements.

10. Speakers' name	Title	Affiliation	Need temporary badge	
(1)			☐ Yes	☐ No
(2)			☐ Yes	☐ No
(3)			☐ Yes	☐ No
(4)			☐ Yes	☐ No
(5)			☐ Yes	☐ No
(6)			☐ Yes	☐ No
(7)			☐ Yes	☐ No
		Total number of temporary badges required: *(Please notify us immediately of any change in the request)*		
Contact information				
11. Main contact person	Name: Address:		Tel: E-mail:	
12. Alternate contact person	Name: Address:		Tel: E-mail:	
We agree to bear all costs incurred for the requested equipment and services.				
Signed by: *(Authorized representative of the requestor)*		Date:		

Annex II

Exhibition application form

Preparatory Committee for the 2015 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons
Third session
New York, 28 April-9 May 2014

Please fill in all fields. This form must be returned by e-mail to Ms. Maria del Rosario de la Fuente (delafuentem@un.org) by **28 March 2014**.
Late and/or incomplete applications will not be considered under any circumstances.

(Official use only) Received on (DD/MM/YYYY)		Rejected: Late application / Incomplete (#.) / Other (….)
1. Date of application *(DD/MM/YYYY)*		
Profile of the organizer		
2. Organizer(s)		
3. Any past NPT exhibitions?	☐ No	☐ Yes (please specify)
Profile of the exhibition		
4. Title of the exhibition		
5. Sponsors (Member States/ intergovernmental organizations)		
6. Brief description of the exhibition		
7-1. Total number of exhibition items to be displayed		
7-2. List all exhibition items and provide each size and medium	**Size** (H × W × D in centimetres)	**Medium** (photo, sculpture, etc.)
(a)		
(b)		
(c)		
(d)		
(e)		
(f)		
(g)		
(h)		
(i)		
(j)		
7-3. Attach a full, non-returnable, portfolio in electronic format including all the exhibition items and all the texts/captions to be displayed + audio/video if applicable. ☐ Portfolio attached		
Planning requirements		
8. Equipment and services request *(Cost to be borne by the requestor)*	☐ No request	☐ Yes (please specify)

Delivery and installation **The United Nations Secretariat does not receive or store any materials on behalf of the organizers. The United Nations Secretariat refuses to take any delivery of the exhibition items and shall be not responsible for such exhibition items.**		
9. Approximate size of freight *(H × W × D in centimetres)*		
10. Tentative shipment and installation plan		
Contact information		
11. Main contact person	Name:	
Mailing address:		
E-mail:	Tel:	Fax:
12. Alternate contact person	Name:	
Mailing address:		
E-mail:	Tel:	Fax:
We agree to assume full responsibility for delivering, insuring, storing, installing, maintaining, dismantling, crating, shipping and publicizing our exhibition, for storage of shipping and packing cases during the exhibition, as well as for all related costs, including all costs incurred for the requested equipment and services. **We agree to the following terms and conditions:** **(a) All exhibition applications must be reviewed and approved by the United Nations Secretariat;** **(b) The size of each exhibition will need to be determined based upon the total number of accepted exhibitions. An exhibition request may be accepted subject to adaptation;** **(c) Confirmation of exhibitions will be sent out by e-mail as soon as an indicative schedule of side events and exhibitions is finalized. The United Nations will not respond to any request for earlier confirmation;** **(d) The United Nations reserves the right to determine the exact location and display of each exhibition. The United Nations may withdraw its confirmation of exhibitions at any time and without incurring any liability in the event of extraordinary unforeseen circumstances.**		
Signed by: *(Authorized representative of the requestor)*		Date: